

IN THIS HANDOUT:

PRODUCTION RECORDS

All CACFP programs, except for Emergency Shelters, must complete production records to help with planning, purchasing, and preparing the correct amount of food according to the meal pattern and to show that meals and snacks comply with these requirements.

This purpose of this handout is to help agencies understand how to document information in the Amounts Required and Amounts to be Prepared columns on the Production Record.

Amounts Required Column

Record the total minimum amount of each food component required for the projected number of participants (based on number of participants, their ages, and CACFP meal pattern serving sizes).

- [Meal Pattern](#)
- [Adult Day Center \(ADC\) Meal Pattern](#)

The Meal Requirements Calculator calculates Amounts Required:

- [Meal Requirements Calculator](#)
- [ADC Meal Requirements Calculator](#)

Record amounts with the weight or measure unit as listed in the CACFP meal pattern:

- Milk, fruits and vegetables are listed in cups
- Grains are listed in cups or ounce equivalents (oz. eq.)
- Meat/meat alternates are listed in ounces, cups, tablespoons, or number of eggs

	Amounts Required	Amounts to be Prepared

Amounts to be Prepared Column

Record the planned/actual quantity of food to prepare documented in purchase units (e.g., 3 gallons milk, 2 - #10 cans corn, 5 pounds raw ground beef, 2 - 18 oz. box cereal). In other words, what and how much to open/use when preparing the meal.

The Amounts to be Prepared must provide at least the total in the Amounts Required column. The [Food Buying Guide Calculator](#) can help determine these amounts.

Incorrect recordkeeping practices:

- Recording the same amount as Amounts Required rather than what and how much to open and prepare (e.g., Amounts Required is 26 cups corn, Amounts to be Prepared is recorded as 26 cups corn)
- Rounding up Amounts Required or increasing to an amount slightly greater than Amounts Required rather than what and how much to open and prepare (e.g., Amounts Required is 26 cups corn, Amounts to be Prepared is increased and recorded as 30 cups corn)

	Amounts Required	Amounts to be Prepared



Below is a sample production record for a lunch/supper meal with Amounts to be Prepared documented in purchase units. The table below provides a comparison of the correct versus incorrect way to document the Amounts to be Prepared.

Projected Participants		Component	Foods to be Served		Amounts Required	Amounts to be Prepared	Comments ³
Monday		M/MA	Chicken Tenders		67.5 oz	6 lbs raw, frozen	☐ CN Label
1 & 2	15	Vegetable	Green Beans, canned		11 cups	1 - #10 can	
3 to 5	25	Fruit or Veg	Strawberries, fresh		11 cups	6 pints (11.5 oz each)	
6 to 12		Grains	Bread, whole wheat		25 oz. eq. (25 slices)	1.5 - 20 oz loaf	
13 to 18		Whole ¹	#of 1-year-olds:	10	5 cups	1/2 gallon	
Adult	10	1%/Skim ²	Skim		28.75 cups	2 gallons	

Correct Documentation for Amounts to be Prepared

(Determined by the Food Buying Guide Calculator)

Chicken Tenders

Amount Required is 67.5 oz

Incorrect Documentation: 67.5 oz or round up to the nearest oz (i.e., 68 oz)

Correct Documentation: 6 pounds raw chicken tenders, boneless, frozen, skinless

Raw meats such as raw chicken and raw ground beef lose weight when cooked due to water and/or fat loss. Therefore, you must prepare more raw meat than the Amount Required. In our example, 6 pounds of raw chicken is 96 oz., which will cook to 67.5 oz cooked chicken.

Green Beans, canned, drained

Amount Required is 11 cups

Incorrect Documentation: 11 cups

Correct Documentation: 1 - #10 can (101 oz) OR 7 - #300 cans (14.5 oz)

Strawberries whole, fresh

Amount Required is 11 cups

Incorrect Documentation: 11 cups or round up to 12 cups

Correct Documentation: 6 pints (11.5 oz each) OR 4.25 pounds

Bread, whole wheat

Amount Required is 25 oz. eq. / 25 slices

Incorrect Documentation: 25 oz. eq. or 25 slices

Correct Documentation: 1.5 – 20 oz loaf

The correct amount of whole wheat bread to prepare was determined by looking at the number of slices/servings on the Nutrition Facts label of a loaf of bread and calculating the number of loaves needed to provide 25 slices.

Milk

Amount Required is 5 cups Whole milk; 28.75 cups Skim milk

Incorrect Documentation: Whole: 5 cups, Skim: 28.75 cups or 29 cups

Correct Documentation: Whole: 1 gallon (only ½ gallon needs to be used) Skim: 2 gallons



Using a recipe or serving store-bought combination foods/processed meats (ex. meatballs, corn dogs, chicken nuggets, pizza, beef patties)? The information below explains what to document on the production record.

Foods to be Served Column	Amounts Required Column	Amounts to be Prepared Column
Recipe: Record the name of the recipe in the row for the applicable food component(s)	Record the minimum amount that must be served for the food component(s)	Record the number of servings to prepare in accordance with the recipe (ex. 50 servings). The total number of servings to prepare must provide at least the total Amount Required. Recipes must include CACFP meal pattern contribution information per serving. Keep recipes on file. CACFP recipes are available on ICN's Child Nutrition Recipe Box (https://theicn.org/cnrb/).
Store-bought combination foods/processed meats: Record the name of the food item in the row for the applicable food component(s)	Record the minimum amount that must be served for the food component(s)	Record the total number of items to prepare (ex. 30 slices pizza) or the number and size of packages to prepare (ex. 1/3 case of 96). The total number of items to prepare must provide at least the total Amount Required. A Child Nutrition (CN) label or Product Formulation Statement (PFS) is required for store-bought combination foods/processed meats. Keep labels on file.

Below are common foods served and how to document quantity in purchase units in the Amounts to be Prepared column.

Foods to be Served	Amounts to be Prepared
Meats such as raw ground beef or turkey, chicken breast	Document the number of raw ounces or pounds <i>Raw meats such as raw chicken and raw ground beef lose weight when cooked due to water and/or fat loss. Therefore, you must prepare more raw meat than the Amount Required.</i>
Yogurt	Document the number of containers and size of the container. Yogurt is typically sold in containers measured in ounces. Common sizes are 32 oz, 24 oz, 8 oz, 6 oz, and 4 oz
Cheese	Document the number of packages and size of the package. Cheese is typically sold in packages measured by pounds or ounces
Nut/Soy/Seed butter	Document the number of containers and size of the container. Nut/soy/seed butter is typically sold in containers by pounds and/or ounces
Canned fruits and vegetables	Document the number of cans and size of can. Common can sizes are #10 (101-106 oz) and #300 can (14.5 – 15 oz)
Fresh fruits and vegetables	Document the number of pounds or the number and size of containers. Fresh fruits/vegetables are often purchased in pounds. Some, such as fresh berries, baby tomatoes, or lettuce may be purchased in containers or bags
Frozen fruits and vegetables	Document the number of packages and size of the package. Frozen fruits and vegetables are often sold in packages measured by weight (pounds and/or oz.), found on the front of the package
Grains such as bread, buns, crackers, pasta, cereal, tortillas, rice, waffles, and bagels	Document the number of boxes or packages and size of the box or package. The size of the box or package is often measured by weight (pounds and/or oz.) found on the front of the package
Milk	Document the number of gallons, half gallons, and/or half pints